

Reference Guide #2

How To Search ProQuest

ProQuest is an online database of more than 4,000 periodicals. Its Military Module is comprised of over 100 titles that are defense/military related and include U.S. Naval Institute Proceedings, Marine Corps Gazette, Army, and Air & Space Power Journal. The ProQuest Military Collection holds more than 500 periodicals on defense, engineering, government, political science, and international relations.

PART I: ACCESSING PROQUEST

From within the NWC Library:

• Open up Internet Explorer. From the NWC Intranet, select *NWC Library Homepage* (under Research Sources). Click *Databases*; click *Internal User Access*; select *ProQuest*.

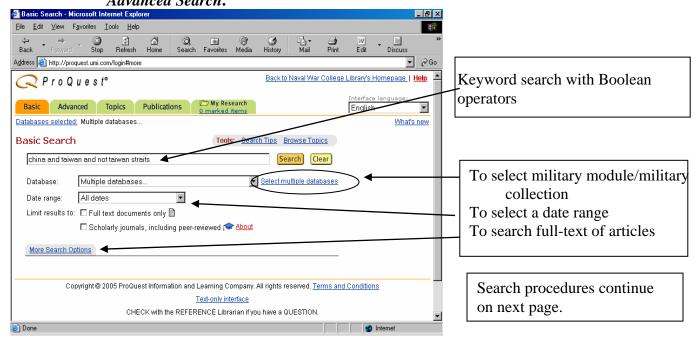
From outside the NWC Library:

- Go to the Library's homepage [http://www.nwc.navy.mil/library].
- Click *Databases*; click *External User Access*; select *ProQuest*; enter your proxy server account username and password.

PART II: SEARCHING PROQUEST

Note: A basic search looks for keywords in citation and abstract only.

To search the entire text of an article, select *More Search Options* or do an *Advanced Search*.



SEARCHING PROQUEST (cont'd)

- Search the entire ProQuest database or choose to search either the Military Module or both the Military
 Module and the ProQuest Military Collection. To make your selection, click Select multiple databases
 and then check the appropriate boxes.
- Select *Basic Search* (the default mode) and type keywords in the search boxes.

Combine terms using the Boolean operators and, or, and not.

Use asterisk (*) as truncation sign, e.g. nav* finds navy; naval; navies (but also navigation).

Enclose phrases of three or more words in quotation marks.

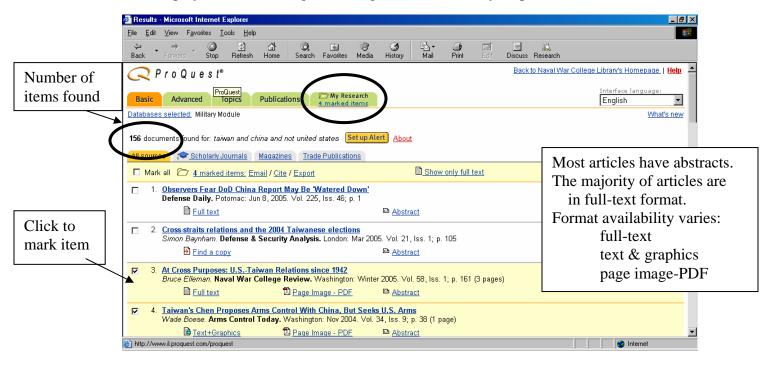
Express proximity of one term to the other by inserting **w/number** between them, e.g. report **w/5** china.

(The basic search is recommended for most purposes; select *Advanced Search* for more search options)

- Select a date range from the pull-down menu.
- Select *Publications* if you wish to focus on one particular periodical, eg. Naval War College Review. You may browse all articles in any one issue of the Review, locate an article in the Review if you know in what issue the article is found, or search for a given article throughout multiple issues of the Review.

PART III: SEARCH RESULTS

Search results are displayed in descending chronological order and may be printed, emailed, or downloaded.



Print, Save, and Email Options

You may print, save, or email individual articles. For multiple articles, it is best to generate a marked list.

Marked List

Click in the box to the left of the articles you wish to print, save and/or review at a later time. Click *My Research*; *marked items* on the green tab at the top of the screen to generate your marked list. Search results may be printed, downloaded, or emailed to your personal account by following screen instructions.

Please see a Reference Librarian for further assistance.